

SF-270 Supporting Documentation for NRCS VPA-HIP Program

The SF-270, request for reimbursement form should be filled in completely, making sure to identify matching funding if applicable.

The SF-270 request should always be accompanied with a supporting document(s), so NRCS project administrators can clearly understand, relative to the proposal budget narrative, what expenses are being requested for reimbursement. The supporting documentation must include a breakdown of expenditures according to the cost categories in the approved budget and a list of landowner names and payment amounts. Although NRCS project administrators do not normally need copies of receipts submitted as part of the supporting documentation, they must be provided upon request in order to process a payment or respond to an Agency audit.

If applicable, please provide a summary of your matching funds expenditure. Please keep in mind that matching funding is auditable, so you should retain files as you would for your federal funding.